

MONTANA HIGH SCHOOL EQUIVALENCY (HISET/GED) TRANSCRIPT RELEASE FORM *DIRECTIONS*

Transcript requests are processed on Tuesday and Thursday *ONLY* by High School Equivalency (HSE) Helpline Staff. Requests are processed on a *first come, first served* basis.

Please plan accordingly.

- Print out the HSE Transcript Request Form and fill it out as completely as you can to obtain records for HiSET and GED testing completed in the state of Montana.
- For an official HiSET or GED transcript, mail the transcript request form to:
HSE Program
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
- Include with your request a stamped and pre-addressed return envelope made out to the person or institution you would like it to go to.
 - *This service is free, but we do not provide postage.*
- Many colleges and universities prefer the transcript be sent from the OPI directly to them in a sealed envelope.
- Typical turnaround time is two to three weeks.
 - You may choose rushed shipping to speed up the process, purchased through the postal carrier.
 - Your request will be delayed if we do not receive a stamped and pre-addressed envelope.
 - Delays can also occur with a credential earned before 1985 and records that do not match identifying information on the Transcript Release Form.
 - We will make one attempt to call and email you if your request is delayed.
 - Note, transcript request processing and callbacks only occur Tuesday and Thursday excluding holidays.
- **Do not e-mail completed transcript request forms.** You may choose to complete the transcript request form via secure file transfer service instead. See Digital Transcript Request Form for this option.

For assistance, phone the HSE Helpline at 406-444-4151 or email opihse@mt.gov

Callbacks and email responses are scheduled for Tuesday and Thursday only (excluding holidays)